

Personnel-General
MEAL CARD MANAGEMENT SYSTEM

FOR THE COMMANDER

Supplementation of this supplement and establishment of command and local forms is prohibited without prior approval from HQ FORSCOM, Directorate of Logistics, J4, ATTN: FCJ4-TRS, Fort McPherson, GA 30330-6000.

Interim changes to this supplement are not official unless authenticated by Director, Command, Control, Communications and Computers, J6, FORSCOM.

Suggested improvements. The proponent agency of this supplement is Directorate of Logistics, J4, ATTN: FCJ4-TRS, Fort McPherson, GA 30330-6000. Users are invited to send comments and suggestion on DA 2028 (Recommended Changes to Publications and Blank Forms).

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DISTRIBUTION (Special Instructions). Because this is a new publication, requirements on FORSCOM Form 12-1-R for FORSCOM Supplement 1 to AR 600-200 was used. Stockrooms should submit requirements for this publication to CDR, FORSCOM, ATTN: FCJ6-OAP, Fort McPherson, GA 30330-6000, as soon as possible.

AR 600-38, dated 11 April 1988, is supplemented as follows:

Page 3, paragraph 1-1, after last sentence add the following:

It also prescribes the responsibilities and procedures for issue and control of meal cards; preparation of finance documents for soldiers entitlement changes and required collections from officer and enlisted personnel during field duty; file requirements and verification and control reviews when operating under the Tactical Army Combat Computer System (TACCS) meal card system.

Page 3, paragraph 1-7, add the following:

e. When authorized by the installation commander, the TACCS meal card processes described in this supplement will be used in lieu of the current manual system.

f. DA Pamphlet 210-90-1, Basic Allowance for Subsistence (BAS) provides the criteria for commanders to authorize enlisted service members BAS.

Page 3, paragraph 2-2, add the following:

i. Determine the units that will implement the TACCS meal card system on the installation. When implemented, accomplish the following:

(1) Ensure the issue and control of meal cards, change in soldier entitlements, collections for meals available during field duty and reports are processed according to the TACCS procedures contained in chapter 6, this supplement.

(2) Ensure the TACCS meal card system is monitored according to the procedures in paragraph 6-7, this supplement.

(3) Ensure the review of each PAC that issues meal cards. As a minimum, a semi-annual review according to the procedures in appendix A.1 is required.

Page 3, paragraph 2-3b, add to the last sentence:

(DD Form 714 or DD Form 714 E).

Page 3, paragraph 2-3d, add to the last sentence:

or chapter 6, as appropriate.

Page 3 paragraph 2-3e, add to the first sentence after the word MCCO:

or PAC as appropriate.

Page 3, paragraph 2-3j, add to the first sentence after the word BCO:

(manual system only).

Page 3, paragraph 2-3, add the following subparagraphs:

k. Identify to the PAC all field duty requirements that require overnight field billeting. Also identify start and stop dates and times, and personnel participating for all field duty.

l. When operating under the TACCS meal card system, compare unit BAS recipients list (finance generated) with Separate Ration Report (TACCS generated) at least semi-annually. This comparison is required to ensure that soldiers who receive BAS are not also in the possession of a meal card. Upon the completion of the reviews the person completing the review will sign on the bottom of the Separate Ration Report their name and rank. The report will then be forwarded to the PAC to be retained on file for one year active.

m. The Director of Logistics will —

(1) Provide staff supervision and assist installation commander in implementing the duties and responsibilities of the TACCS meal card system.

(2) Interpret policy and procedure for the TACCS meal card system to staff elements.

(3) Develop implementation plans for required reviews and audits and/or recommend corrective action to the installation commander.

Page 4, paragraph 2-5, second line, add after the word activities:

using the manual system.

Page 4, paragraph 2-6, first line, add after the word MCCO:
using the manual system.

Page 4, add the following new subparagraph:

2-9. Personnel Administrative Center (PAC) and Personnel Automated Section (PAS)

a. The PAC will operate the TACCS meal card system according to the policies and procedures contained in this supplement.

b. The PAS will provide technical assistance on the operation of the TACCS system; provide TACCS system maintenance support, and provide sustainment training and education to PAC personnel in the proper operation of the TACCS system and module packages.

Page 9, paragraph 4-5a:

Delete the word Combat, add the Army, change the abbreviation (CFFS) to (AFFS).

Page 9, paragraph 5-1a(4), change the paragraph to read as follows:

Forward the completed DA Form 4550-R and narrative report to the appointing commander for review and appropriate action. On the fourth line, end sentence after the word action. Delete the word and. Start the next sentence with: For the manual system, a copy of the DA Form 4550 will be sent.

Page 9, paragraph 5-2c, add after last sentence:

(manual system only).

Page 9, add chapter 6.

Chapter 6

Meal Card Management Operations with TACCS

6-1. General

a. During initialization, and thereafter during inprocessing the PAC will establish for each assigned soldier (enlisted and officer) a soldier support file (SSF). A SSF will also be established for permanently attached personnel (personnel attached for more than 90 days). A SSF is not established for personnel who are attached for 90 days or less.

b. The SSF will be used to generate meal cards and meal card records for those soldiers authorized SIK. The SSF will also generate a BAS listing (enlisted and officer) when the unit personnel are required to reimburse for meals provided by the Government during field duty.

c. Initializing the TACCS meal card system is normally accomplished only once during the initial change from manual meal card system to the TACCS system. Any additional initialization of the TACCS system must be authorized and documented by a responsible brigade officer. This authorization will be retained on file.

d. The computer generated meal card and soldier's ID card (DD Form 2A) must be shown when entering installation dining facilities.

e. The PAC will maintain subsistence information, as changes occur, on the SSF.

f. All meal cards turned in will be destroyed by burning or shredding. This destruction will be supervised by the responsible officer of the PAC.

g. Entitlement status for enlisted soldiers authorized SIK will be by over stamping of orders during all PAC non-duty hours. Over stamping of individual orders will be authorized for no more than 3 days.

h. When entitlement status is required beyond time prescribed in subparagraph g above and a permanent meal card cannot be issued, individual entitlement cards will be

used. Additional guidance for the issue and control of meal cards is at Table 3-2.1.

i. Enlisted soldiers in a TDY status receiving the per diem subsistence portion of the per diem allowance will not be issued a meal card, or have their orders annotated. This applies to all soldiers on TDY unless an exception has been granted by the Secretary of the Army from the requirements to pay the subsistence portion of the per diem to enlisted soldiers while on TDY to the specific school, or activity.

j. Installation commanders may find it appropriate to issue entitlement cards to assigned members who are exempt from surcharge payment. Annotated meal cards entitle the bearer to purchase a meal by paying food cost only. This procedure reduces the confusion at the headcount station at the dining facility level as to who should pay surcharge, and who should not pay surcharge. When this procedure is used, officers, civilians and enlisted soldiers not in possession of an annotated meal card would then be required to pay food cost and surcharge rates. When authorized, blank entitlement cards annotated "SE" (surcharge exempt), will be issued to officers, civilians and enlisted soldiers who are exempted under the criteria cited in AR 30-1, The Army Food Service Program, paragraph 6-16.

6-2. Field Operations

a. Commanders will initiate action to effect reimbursements from all personnel (enlisted and officer) when meals are available during field duty (see glossary of terms), to include preparation for deployment, and travel to and from home station (if applicable). Reimbursement for all meals available, beginning with the first and ending with the last meal available will be by finance action.

b. Short notification of impending field duty (operational alert or emergency situation) may prevent timely implementation of required administrative procedures. Unit commanders must ensure that reimbursement procedures go thru FAO (not later than 3 working days following return), for BAS enlisted soldiers and officers.

c. When enlisted soldiers (receiving BAS) participate in field duty (to include duty as an umpire, evaluator or participate in AT with reserve components) reimbursement from the first meal available through 15 days will be effected through BAS recoupement. For field duty in excess of 15 days the soldiers' BAS entitlement will be suspended.

d. When officers participate in field duty (to include duty as an umpire, evaluator or a participant in AT with reserve components); reimbursement will be through payroll deduction regardless of the field duty duration.

e. Servicing PACs will initiate action to effect reimbursement through FAO action from enlisted and officer personnel as follows —

(1) In the field from one day through 15 days. The DA Form 4187-E (Personnel Action) will be used by the PAC Clerk to effect BAS recoupement for enlisted personnel. The form will indicate the time and date of departure to, and return from, field duty. For officer personnel, the DA Form 4187-E will be used to payroll deduct for all meals available during field duty. The form will indicate the time and date of departure to, and return from, field duty and the number of each breakfast, lunch and dinner meals available during field duty. This action will be prepared within five workdays after completion of the field duty and forwarded to the FAO for action. Processing schedule for unit and PAC will be as indicated below.

(2) Field duty in excess of 15 days. For field duty that is scheduled to be longer than 15 days PACs will initiate action to suspend BAS for enlisted soldiers and payroll deduction for officers. Suspension of BAS will be by submission of DA Form 4187-E. It will be prepared and submitted within three workdays from the effective date of the action (Prior to field duty) and forwarded to the FAO for action. For enlisted personnel the first submission will indicate the time and date of departure of field duty. The second submission will indicate the time and date of return from field duty. For officer personnel the DA Form 4187-E will be prepared and submitted for all meals available during the duration of field duty (whether consumed or not).

f. The following processing schedule will be used by the unit and servicing PAC when there is requirement for field duty.

(1) Field duty from one to 15 days.

(a) Five duty days prior to scheduled field duty the unit commander will notify the PAC of the estimated start and stop dates of the field duty.

(b) Two duty days prior to the scheduled field duty the PAC will prepare and provide to the unit a BAS listing of both officer and enlisted personnel assigned to that unit. If duty is away from home station, prepare field meal cards and provide to the unit for issue to the soldiers participating in the field duty.

(2) Two duty days after the completion of field duty the unit will provide to the servicing PAC the following information —

(a) The adjusted BAS roster reflecting enlisted personnel who participated, and the actual start and stop dates these soldiers were in a field duty status.

(b) The adjusted BAS roster reflecting officer personnel who participated, the actual start and stop date the number of breakfast, lunch and dinner meals available to the officer(s) during field duty.

(3) Within three duty days following submission by the unit, the PAC will prepare the finalized rosters and DA Form 4187-E (enlisted and officer) and submit these documents to the servicing FAO.

(4) Field duty in excess of 15 days.

(a) Twenty duty days prior to the scheduled departure, the unit commander will notify the servicing PAC of the start and stop dates for the field duty.

(b) Fifteen duty days prior to departure, the PAC will provide to the unit a BAS separate roster for enlisted and officer personnel assigned to the unit.

(c) Five duty days prior to departure, the unit will provide to the PAC the adjusted rosters of personnel who will participate and the start date of the field duty.

(d) Three duty days prior to the field duty, the PAC will prepare the unit authenticated rosters and DA Form 4187-E (enlisted officer personnel) and submit these documents to the servicing FAO. If field duty is away from home station, prepare field meal cards and provide to the unit for issue to the soldiers participating in the field duty.

(e) Upon return from field duty and within two duty days, the unit will provide to the PAC the stop date for all participants who have returned, and any adjustments (personnel who did not go, returned early or remains in field duty) to the original submission.

(f) Within three duty days following submission by the unit, the PAC will prepare the stop date roster (enlisted

soldiers) and DA Form 4187-E and adjustment document (for officer and enlisted personnel) and submit these documents to the servicing FAO.

(5) If the field duty was cancelled after the PAC has provided rosters to the unit, the unit commander must provide, as a minimum, written cancellation notification to the servicing PAC. The PAC will need this documentation prior to purging the field operation file. This cancellation notification will be retained on file.

6-3. Field meal card

a. For the Active Army, when field duty is conducted away from home station, field meal cards must be issued. Meal cards will be issued to enlisted soldiers having their BAS recouped/suspended and to officers who are using payroll deduction. During field duty at home station, the issue of the field meal cards is not required.

b. Unless deemed essential by the supporting Active Army unit the issue of a field meal card to Reserve Component soldiers is not required, when issue of a meal card is required, the Active Army unit establishing the requirement will be responsible for effecting the issue. See table 6-2 when required to issue a meal card.

6-4. Missed Meals

Missed meals for both enlisted and officer personnel will be IAW procedures contained in AR 600-38, paragraph 4-5.

6-5. Outputs

a. The automated TACCS meal card system is intended to be a paperless system however, several outputs will be required to be generated and/or retained in order to provide reasonable assurance the system is being operated properly.

b. Outputs required to be generated by the PAC are the following —

(1) Weekly Meal Card Log Report and purge list. This report will be run according to the procedures contained in the Unit Level User Documentation software. This report will be used during the meal card verification checks (see chapter 5 of AR 600-38) and will also serve as a backup record if the system should fail.

(2) Monthly Ad Hoc Query Report. This query will display all meal card activity, per Unit Processing Code (UPC), transacted during the last 30 days. This output will also be used during the review of the meal card system. Data elements required to be displayed are: NAME; SSAN; ISSUE DATE; REASON; TURNIN DATE and UPC1.

(3) Separate Ration Data Report. This report will be generated semi-annually for each UPC serviced. This report is generated from the SSF training reports section and is required to be printed in ascending order. This report will identify enlisted soldiers receiving BAS as recorded on the SSF. This report will be compared with the FAO listing of soldiers receiving BAS. This comparison will be done by the unit commander.

c. Outputs required to be retained by the PAC are as follows —

- (1) Weekly Meal Card Log Report and purge list.
- (2) Monthly Ad Hoc Query Report.
- (3) Rosters (enlisted and officer) and the DA Form 4187-Es submitted to FAO for collection for field training.
- (4) Field Operations Purge List.
- (5) Separate Ration Data Report.
- (6) Blank entitlement meal card logs.

6-6. Records and record disposition

a. Each PAC will establish and maintain the following hard copy records for each UPC serviced. Records will be maintained 1 year active and 1 year inactive and then destroyed.

b. Records required to be maintained are as follows-

(1) Field Operation. This record will contain as a minimum, the following information—

(a) DA Form 4187-E certified by the FAO for enlisted and Officers.

(b) Purge list per field operation.

(c) Weekly training schedule(S-3).

(d) Unit documentation of terminated or canceled field operations.

(e) Missed meal claim documents (DA Form 1475).

(f) Meal Card Log Report. This record will contain the Meal Card Log Report and purge list associated with the report.

(g) Monthly Transactions. This record will contain the Separate Ration Data Report, the Ad Hoc Query Report and blank entitlement logs.

(h) Miscellaneous. This record will contain correspondence related to the operation of the Meal CardSystem. Correspondence would include authorization to re-initialize the system, audits and reviews.

6-7 Procedures for audit of TACCS Meal Card System

a. As a minimum, a semi-annual review of each PAC (using the TACCS meal card module) is required to ensure that the policies and procedures used to issue and withdraw meal cards; soldier entitlement changes; finance submissions for collections during field duty and associated reports, rosters and logs are maintained per the guidance contained in this regulation.

b. A responsible individual will be appointed, and will use the checklist at appendix A.1 to review the PAC procedures. The results of the audit will be forwarded in a letter report to the appointing authority. A copy of the report will be provided to the responsible battalion commander, the battalion S-1 officer, and the installation DOL.

c. The responsibility of the appointing authority will be to ensure that deficiencies noted in the report are corrected within a 30 day period from the date of the report.

Page 12, Add the following new Table 3-2.1.

Table 3-2.1

Rules for Issue and Control of Meal Cards operating under TACCS Meal Card System.

Rule 1

If an individual is: Newly assigned to the unit. Permanently assigned.
 And if the individual is: Authorized subsistence in kind (SIK), not drawing BAS.
 Action to be taken: Establish SSF. Issue meal card. If unable to complete the SSF file and the time frame for overamping of orders has expired, issues individual an entitlement card.

Rule 2

If an individual is: Assigned BCT or AIT student.
 And the individual is: Entitled to SIK.
 Action to be taken: No meal card is required to be issued. SM will use DD Form 2A as the meal card.

Rule 3

If an individual is: Attached for 90 days, or less and is not entitled to per diem allowance, and is authorized SIK.
 Action to be taken: Issue individual entitlement cards. Individual entitlement cards cannot be issued for more than a 30 day period.

Rule 4

If an individual is: Applying for basic allowance for subsistence (BAS).
 And if the individual is: Granted approval in writing by the commanding officer.
 Action to be taken: Withdraw and turn-in meal card. Initiate Basic Allowance for Subsistence (BAS) (DA Form 4187-E).

Rule 5

If an individual is: Applying for SIK and terminating BAS.
 And if the individual is: Granted approval in writing by the commanding officer.
 Action to be taken: Withdraw BAS (DA Form 4187-E. Initiate SSF change. Issue meal card on the effective date of BAS termination.

Rule 6

If an individual is: Departing on TDY, leave, is confined or hospitalized.
 And the individual is: In possession of a meal card.
 Action to be taken: No action required. Soldier will maintain possession of the meal card until returned to the unit. Individual should not be counted as authorized to be subsisted for the dining facility feeder report.

Rule 7

If an individual is: Reporting a meal card lost or stolen.
 And if the individual is: Authorized SIK and has been issued a meal card: and/or officer or enlisted soldier who has been issued a meal card for the purpose of identification or field use.
 Action to be taken: 1. Regular meal card. Complete steps for turning in a meal card. Complete steps to re-issue a meal card.
 2. Field Duty. Reissue a individual entitlement card. The start/stop dates of the entitlement card should correspond to the number of days remaining in field duty status.
 3. Other cards. Annotate the original blank entitlement card log (if available) as card being lost or stolen. Reissue blank entitlement card with appropriate date entered.

Rule 8

If an individual is: Returning a mutilated meal card.
 And if the individual is: Authorized SIK and has been issued a meal card for the purpose of identification, or field use.
 Action to be taken: 1. Regular meal card. Withdraw card. Complete steps for turning in meal card. Complete steps to reissue a meal card.
 2. Field duty. Withdraw meal card. Reissue an individual entitlement card. The start stop date of the entitlement card should correspond to the number of days remaining in field duty status.
 3. Other cards. Withdraw card. Annotate the original blank entitlement card log (if available) as card being mutilated. Reissue blank entitlement card with appropriate date entered.

FORSCOM Supplement 1 to AR 600-38

Rule 9

If an individual is: Transferred on PCS orders to a new unit either on, or off the installation.
And if the individual is: In the possession of SIK meal card.
Action to be taken: Withdraw and complete turn-in of meal card process. Destroy meal card.

Rule 10

If an individual is: Entitled to BAS and not drawing per diem.
And if the individual is: Required by installation policy to be provided with identification of surcharge exemption.
Action to be taken: Issue blank entitlement card annotated "SE"(surcharge exempt). This card will entitle the bearer to reimburse at the food cost rate, rather than the food cost and surcharge rates when consuming a meal in an installation dining facility.

Rule 11

If an individual is: A member of a military assistance program, labor service, or foreign military service.
And if the individual is: Authorized to have payment for meals consumed in garrison dining facilities made by payroll deduction. Or if payment for meals is accomplished thru an ISSA (Installation Support Agreement).
Action to be taken: Issue blank entitlement card annotated with appropriate abbreviation IAW table 3-1, of AR 600-38.

Rule 12

If an individual is: An enlisted RC (AGR) subsisting with an Active Army unit in garrison.
And if the individual is: Authorized SIK (copy of orders reflect entitlement status). Not receiving BAS or per diem.
Action to be taken: The Active Army component will issue an individual entitlement card annotated with appropriate abbreviations IAW AR 600-38 table 3-1.

Rule 13

If an individual is: An RC unit (officer and enlisted) training or subsisting with the Active Army during field duty.
And if the individual is: "Required by the command to be issued a meal card to insure proper identification during field duty.
Action to be taken: The Active Army component will issue an individual entitlement card annotated with the appropriate service abbreviation (see AR 600-38 table 3-1). The start stop dates of the card will correspond to the dates of field duty.

Rule 14

If an individual is: An Reserve component officer.
And if the individual is: Subsisting with an Active Army unit in garrison (not annual training) (AT), or orders do not reflect that reimbursement by FAO action has been completed for the AT period.
Action to be taken: No meal card is issued. Officer must pay cash at the time of consumption for meals consumed at dining facility.

Rule 15

If an individual is: An RC Officer.
And if the individual is: Performing annual training (AT) with a Active Army Unit and duty orders reflect that reimbursement by FAO action has been accomplished.
Action to be taken: Issue individual entitlement card. The start stop dates of the card will correspond to the dates of the AT.

Rule 16

If an individual is: An RC enlisted soldier (not AGR) performing AT with an Active Army unit or subsisting with an Active Army unit in the field or garrison.
And if the individual is: Authorized SIK.
Action to be taken: No meal card is required to be issued. The soldier will use the red ID card (DD Form 2A). If the command determines that proper identification is essential, then the issue of a meal card with the appropriate Service abbreviation would be used. (See rule 13)

Rule 17

If an individual is: Reported AWOL.
And if the individual is: In the possession of a meal card.
Action to be taken: At the conclusion of twenty duty days, if the soldier does not return or the meal card is not found, complete the procedures for turn-in of a meal card.

Page 30, add the following to appendix A:

A-4. Review of TACCS Meal Card System (Battalion)

FUNCTIONAL AREA: AUTOMATED MEAL CARD SYSTEM

SUBJECT: REVIEW OF TACCS MEAL CARD SYSTEM/BATTALION

PROPONENT: DOL

INSPECTOR: (NAME, RANK OFFICE PHONE)

INSPECTION DATE: UNIT INSPECTED:

UNIT POC: (NAME RANK)

1. Is the Unit Level User Documentation (hard copy or floppy disc) for the Meal Card Module on hand for the work area?

2. Are the following publications on hand or on requisition for the work areas? Are they up to date?

a. AR 37-106, Finance and Accounting for Installation: Travel and Transportation Allowances.

b. AR 600-38, The Meal Card Management System and FORSCOM Supplement 1 to AR 600-38.

c. DA PAM 210-90-1, Basic Allowance for Subsistence.

3. Has the Meal Card System been re-initialized since original transfer from the manual system?

4. If the Meal Card System has been re-initialized is there written documentation of the reason? Has it been certified by a responsible officer?

5. Does the total number of assigned unit personnel correspond with the total number of soldiers on the SSF file for each UPC serviced?

6. Are the following required records being maintained for each UPC serviced?

a. Field Operations

b. Meal Card Log Report

c. Monthly Transaction

d. Miscellaneous

7. Are the weekly Meal Card Log Report and purge list being generated?

8. Are monthly Separate Ration Data report and Query report being generated?

9. Are semi-annual command comparison with FAO BAS listing and Separate Ration Data Report(s) on file?

10. Are blank entitlement logs being maintained on file and annotated with the reason for issue?

11. Does the Field Operation record, per UPC serviced, contain the following information:

a. Rosters (enlisted and officer) submitted to the FAO for field training?

b. FAO certification DA Form 4187-E submitted for enlisted and officer personnel.

c. Purge list from field operations?

d. Weekly training schedule (S-3)?

e. Documents for termination, or canceled field operations?

12. Randomly select two UPC serviced by the PAC. Based on data contained in the field operations record determine the following—

a. During a consecutive three month period is there any scheduled field training, requiring overnight field billeting, that does not have corresponding FAO certified DA Forms 4187-E submitted for enlisted and officer personnel.

b. Is there unit written documentation terminating, or cancelling any field training which does not have FAO certified DA Form 4187-E on file?

c. Do the dates of the scheduled training (three month period) compare with the dates on the rosters submitted to FAO for collection?

d. Based on the scope of the scheduled training does the number of enlisted and officer personnel, submitted to FAO for collection, represent a total number of participants?

e. When field duty is greater than 15 days in duration has DA Form 4187-E been submitted to FAO prior to (3 days) the actual dates of field duty?

f. Has payroll deduction for officer personnel been initiated for all meals available during field duty?

g. Has missed meal claims (DA Form 1475) been submitted for officer and enlisted soldiers during this period?

13. Have the administrative procedures been completed to turn-in meal cards prior to authorizing BAS, or when a soldier PCS's?

14. Does a responsible officer personally supervise the destruction (burning or shredding) of all meal cards that have been mutilated, or turned-in because a soldier has been authorized BAS, or has PCS'd from the unit?